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KANSAS STATE PLAN FOR ADULT BASIC EDUCATION.
KANSAS STATE DEPT. OF PUBLIC INSTR., TOPEKA

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DESCRIPTORS- *ADULT BASIC EDUCATION, *PROGRAM DEVELOPMENT, *FEDERAL AID, *STATE PROGRAMS, PROGRAM PLANNING, INTERAGENCY COOPERATION, EDUCATIONAL POLICY, COMMUNITY ACTION, FEDERAL LEGISLATION, STATE LEGISLATION, PROGRAM ADMINISTRATION, TEACHER QUALIFICATIONS, TEACHER RECRUITMENT, TEACHER EDUCATION, EDUCATIONAL RESPONSIBILITY, CRITERIA, KANSAS, TOPEKA, ECONOMIC OPPORTUNITY ACT TITLE II

THE KANSAS PLAN IS DESIGNED TO HELP ESTABLISH NEW LOCAL ADULT BASIC EDUCATION PROGRAMS, AND TO EXPAND AND IMPROVE EXISTING ONES. INSTRUCTIONAL CONTENT WILL INCLUDE READING AND WRITING, SPEAKING AND LISTENING SKILLS, CITIZENSHIP, CONSUMER EDUCATION, HUMAN RELATIONS, AND FAMILY LIFE EDUCATION. EARLY STAGES OF PLANNING (TO JUNE 30, 1966) WILL STRESS THE FORMULATION OF INSTRUCTION AND THE RECRUITMENT AND TRAINING OF TEACHERS, WITH STATE OFFICIALS ADVISING AND ASSISTING LOCAL SCHOOL DISTRICTS AND COMMUNITY ACTION GROUPS. THE STATE DIRECTOR OF ADULT EDUCATION WILL OVERSEE RECORDKEEPING, INSTRUCTIONAL MATERIALS PROGRAM EVALUATION, STAFF TRAINING, PUBLICITY, PROGRAM COORDINATION AND EXPANSION, AND LOCAL FISCAL POLICY. THE DOCUMENT INCLUDES PROVISIONS FOR QUALITY CONTROL OF INSTRUCTION AND OF PILOT PROJECTS, STATE OF KANSAS TECHNICAL AND SUPERVISORY SERVICES, ASPECTS OF FEDERAL FINANCIAL PARTICIPATION AND CONTROL (AUDITING, REIMBURSEMENTS, SALARIES, AND BENEFITS), APPENDIXES (STATE OF KANSAS LEGAL AUTHORITY AND STATE COOPERATIVE HEALTH SERVICES PLAN), AND AN ORGANIZATIONAL CHART OF THE STATE DEPARTMENT OF PUBLIC INSTRUCTION. (LY)

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KANSAS STATE PLAN

FOR

ADULT BASIC EDUCATION

of

The Economic Opportunity Act of 1964

(Title II - Part B)

(Temporary)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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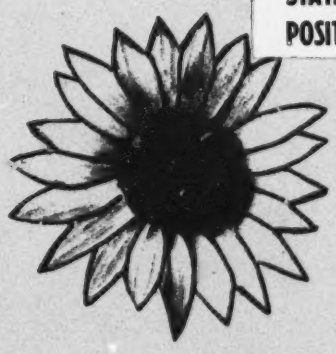

State Department

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AC 001 148 E

The State of Kansas through the State Superintendent of Public Instruction hereby submits its State Plan under the provisions of the Economic Opportunity Act of 1964. Public Law 88-452 for Title II-B of the said Act entitled "Adult Basic Education Program," and the rules and regulations issued with respect thereto.

W.C. Kampschroeder

State Superintendent of Public Instruction

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State Plan for Adult Basic Education

I.0 GENERAL PROVISIONS

I.I State Plan

The Kansas State Plan for Adult Basic Education is an agreement between the State Superintendent of Public Instruction of the State of Kansas and the United States Department of Health, Education and Welfare relating to the operation of adult basic education programs which qualify for Federal funds under the provisions of the Economic Opportunity Act of 1964, P.L. 88-452, Title II, Part B. The Kansas Plan sets forth operational policies and procedures for programs of adult basic education to be conducted by local educational agencies and other qualified agencies. The plan sets forth the administrative organization and services within the Department of the State Superintendent of Public Instruction to be provided in implementing the adult basic education programs in Kansas.

I.II Purpose

In coordination with other efforts supported under the Economic Opportunity Act of 1964 seeking to eliminate causes of poverty, Part B of Title II of the Act provides, through State and local educational agencies, support for programs of adult basic education to the end that all adults in need of such education have an opportunity to become less dependent on others, obtain or retain more productive or profitable employment, and better meet their adult responsibilities. The primary purpose of the Kansas Plan is to effect the establishment of new local basic adult education programs and to expand and improve existing programs. The

ultimate purpose of the program is to provide basic education for all adults who have not acquired the ability to adequately read and write English and do not possess basic computational and speaking skills with special emphasis placed on serving those in the economically handicapped categories.

1.12 Objectives

All programs will be designed to achieve the purposes of Title II-B of the Economic Opportunity Act of 1964 within a specified and reasonable period of time.

1.12-1 In the early stages of the program, emphasis will be on designing and initiating programs of instruction, investigating teacher training needs, and developing plans for recruiting and training needed instructors. The staff members of the State Superintendent of Public Instruction will concern themselves primarily with consultant aid to school districts and community action groups in achieving the purposes mentioned above, in developing coordinated plans which recognize the role of cooperating community agencies, and in developing courses of study and curriculum materials. Programs will be initially organized within time periods which fall within the termination date of June 30, 1966, and where necessary will specify later completion dates in succeeding fiscal years.

1.12-2 The program of instruction will be designed to provide basic education for under-educated adults in reading and writing English and provide them with a functional level of computational and communicational skills. The pri-

mary objective will be to increase the employability of individuals in stable occupations and to enable them to meet their adult responsibilities in society. Wichita, Topeka and Kansas City, Kansas being identified as the principal targets of concentration in the immediate future. The long-term purpose of the adult basic education programs is to provide instruction as described above in all areas of the State.

1.13 Certification by the State Superintendent of Public Instruction

The State Plan has been submitted to the State Superintendent of Public Instruction and has been adopted as the Plan which constitutes the basis for operation and the administration of adult basic education programs throughout the state, utilizing the Federal funds available under Part B, Title II of the Economic Opportunity Act of 1964 (P.L. 88-452). (Certification attached... see Appendix A.)

1.14 Certification by State Attorney General

The State Superintendent of Public Instruction has the authority under State law to submit this State Plan and to administer adult basic education programs described herein and is the sole agency responsible for administration of the State Plan. Also, all provisions in this State Plan are consistent with the State law. (Certification by Attorney General attached--see Appendix A.)

1.15 Certification by State Finance Council

The State Plan has been submitted to the State Finance Council and has been adopted as the Plan which constitutes the basis for the operation and administration of adult basic education programs

in the State of Kansas. (Certification attached.... see Appendix A.)

1.2 State Educational Agency

1.21 Designation

The Kansas State Superintendent of Public Instruction is the sole agency responsible for the administration of the State plan and for the supervision of the administration thereof by local educational agencies, and has all necessary powers to cooperate with the Department of Health, Education and Welfare and the United States Commissioner of Education with respect to the Plan.

1.22 State Plan Administration

The Adult Basic Education program will be operated within the present administrative structure of the office of the Kansas State Superintendent of Public Instruction. (Chart attached showing lines of authority. See Appendix B.)

1.23-1 State Superintendent

The state superintendent of public instruction is given general supervision of the common-school funds and educational interests of the state by Article 6, Section 1 of the State Constitution. The Constitution also gives him authority to perform such other duties as may be prescribed by law.

By law (KSA 72-109) the state superintendent is declared to be the chief executive officer of and have general supervision of the state educational activities. He is to present to the State Board for its approval or rejection standards for school

libraries and textbooks, courses of study and curriculum. He is charged with the certification of teachers, supervisors and administrative officers.

The state superintendent must hold the highest type certificate prescribed by statute and be a graduate of an accredited university or college; together with at least thirty semester hours of post-graduate credit.

1.23-2 ASSISTANT STATE SUPERINTENDENT

Kansas law (KSA 72-112) authorizes the state superintendent to appoint an assistant who must have the same qualifications as the state superintendent. He acts as the deputy of the state superintendent and performs the duties not inconsistent with the law. He performs other duties which the state superintendent may require.

Some of the duties required are: screens state department personnel, supervises school district organization, co-ordinates the three divisions of the department, acts as a consultant to county superintendents and local district administrators.

1.23-3 Director, Division Accreditation and Teacher Certification

The Department of the State Superintendent of Public Instruction is divided into three divisions. The Division of Accreditation and Teacher Certification is one of the three divisions. This division is sub-divided into four sections as follows: Elementary and Secondary School Accreditation, College Accreditation, Teacher Certification, and Adult Education. The director of the Division has general supervision, acts as an advisor and coordinates the work of the four sections in his

division. He gives general approval of plans, rules and regulations issued by each of the sections. He must do all that he can to improve the quality of Kansas education through the development of standards, guides, policies, procedures, rules and regulations that will stimulate the growth and enrichment of the educational program. A masters' degree plus five or more years of appropriate experience is required for this position.

1.23-1 (covered in 1.23 above)

1.23-4 Duties and Minimum Qualifications of State Personnel

The Director of Adult Education will be the State Director of the Adult Basic Education Program, conducted under Title II-B of the Economic Opportunity Act. His specific duties may be summarized as follows: The 1965 session of the Kansas Legislature passed HB 1073 which establishes a state uniform system of adult education. Some of the duties and responsibilities relating thereto may be summarized thus: (1) Develop standardized terminology to be used in adult education programs in Kansas; (2) Develop a satisfactory system of record keeping in cooperation with adult education personnel in local schools and other state agencies, with interested lay groups and with private business groups--such a system should facilitate accurate reporting on curricular offerings, teacher preparation, attendance, and financial data as well as providing pertinent data for statewide reports to the governor, Kansas Legislature, United States Commissioner

of Education and to organizations having an interest in adult education; (3) Develop, collect and distribute adult education curricular materials and guides; (4) set up evaluative criteria for judging an adult education program; (5) advise and consult with local school administrators and directors of adult education in evaluating and improving the local adult education program (6) promote and assist with inservice training of adult education teachers and supervisors through conferences and/or workshops in local school districts, regional areas or statewide in nature; (7) work closely with college staff having responsibility in training adult education teachers; (8) address groups, professional, business, etc.; (9) promote supplementary training of workers for the purpose of preparing them for the changing labor market; (10) reduce or minimize duplication of adult programs; (11) encourage the offering of adult education programs in areas of the state not having such opportunities and; (12) work closely with local, state and national adult education associations.

The person serving in this position will coordinate and supervise the adult education programs arising out of the federal legislation as set out in Title II-B of the Economic Opportunity Act of 1964 (Public Law 88-452). During the first year (1965-66) it is estimated that the coordinator would give roughly one-half of his time on the implementation of this program. A state plan is to be developed and same is to be submitted to United States Commissioner of Education for his review and approval. The objective is to

improve the basic education of some 61,000 adults in Kansas so they may attain educational performance equal to that of those completing grade five. He is to be responsible to the Superintendent of Public Instruction, the Assistant Superintendent of Public Instruction and the Director of Division of Accreditation and Teacher Certification. In addition to recommend, through the Superintendent of Public Instruction, approval of payments from adult basic education funds. To be responsible for financial budgets and other fiscal matters pertaining to the adult basic education program; To be responsible for the maintenance of a system of financial records containing statistical, financial and descriptive data necessary to provide information to the United States Office of Education; The basic qualification of the State Director shall be as follows:

Education-General.....	College Graduate
Education-Special..... or Professional	Masters degree as minimum Additional grad. work desirable
Experience.....	Five or more years desirable
License, certificates..... and registration	Eligible for teacher's certificate and administrator's certificate
Special knowledge ..... skills and abilities	Good physical condition ability to organize and also ability to exercise leadership and work well with others

1.3 Custody of Federal Funds:

The title and official address of the officer who has legal authority to receive and to have custody of Federal Funds is: State Treasurer, Statehouse, Topeka, Kansas.

1.4 Expenditure of Federal Funds:

The official title of the officer who will have authority to authorize expenditures under the State plan is: State Superintendent of Public Instruction.

1.5 Reports to Commissioner:

The State educational agency will participate in periodic consultations with the Commissioner and his staff, and will make such reports to the Commissioner as may be reasonably necessary to carry out his responsibilities under the Act, keep such records, afford such access thereto, and comply with such other provisions as the Commissioner may find necessary to assure himself that such reports are correct and verifiable. Such reports shall include the annual estimate of projected program needs and the annual report.

2.0 Cooperative Arrangements

2.1 State Health Authority

The State Superintendent of Public Instruction has entered into a cooperative agreement with the Department of Public Health. (See Appendix B.)

2.2 Community Action Programs

The State Superintendent of Public Instruction together with local public schools participating in the provision of this State Plan may enter into cooperative arrangements with Community Action Programs as appropriate and feasible in carrying out the purposes as stated in the State Plan and as related to the overall purposes of the Economic Opportunity Act and its various parts. Some of

the common purposes:

a. Provide a local advisory committee in development of Adult Basic Education Programs;

b. Encourage the inclusion of Adult Basic Education wherever necessary as a part of other projects under Community Action Programs;

c. Utilize services and resources of other components of Community Action Programs to enhance Adult Basic Education Programs;

d. To develop pilot, demonstration or research-oriented programs in which Adult Basic Education will be an integral part;

e. Utilize services of Volunteers in Service to America and participants in Community Action Programs, in identification, location and recruitment of persons in need of Adult Basic Education.

2.3 Work-Experience Programs

2.3 Local educational agencies participating in the adult basic education program will be encouraged and assisted to enter in cooperative arrangements with work experience and work training programs when appropriate and feasible, in order to carry out the general purposes of the Act.

2.4 Other Agencies, Organizations and Institutions

The State Superintendent of Public Instruction will work with other State and local agencies in furthering the objectives of Title II-B. State educational agency personnel and community agents will cooperate with social agencies in recruiting par-

ticipants for the adult basic education program, in testing, counseling and occupational placement.

2.5 Other States

The State Superintendent of Public Instruction may enter into cooperative arrangements with one or more adjacent states for the conduct and administration of Adult Basic Education programs and services related thereto. Such arrangements may provide for:

a. Development of programs in remote areas of one or another state where not feasible for one state alone to offer such a program.

b. States jointly sharing the development of materials and methods.

c. Jointly sharing teacher preparations and in-service training programs.

d. Providing for Adult Basic Education to special groups, such as agricultural migrants.

e. Others as deemed important in assuring the maximum success of programs in adjoining states.

2.6 Special Areas Within States

As the need arises, the State educational agency will develop special arrangements with metropolitan areas, sparsely-settled areas, economically depressed areas, and other areas having special adult basic education needs which are not otherwise being sufficiently satisfied. Such arrangements will:

(1) provide for administrative arrangements and communication channels between the State educational agency and the

local educational agency or group of agencies;

(2) provide for special administrative relationships and communication channels between the local education agency or group of agencies in such areas and the United States Office of Education;

(3) provide special provisions for such agency or group of agencies designed to enable the adult basic education needs of persons in such areas to be satisfied more adequately without being inconsistent with the State educational agency's general responsibility for the administration and supervision of adult basic education programs within the State;

a. The State educational agency shall, upon entering into a special arrangement with a local agency or group of agencies pursuant to paragraph (a) of this section, submit to the Commissioner an appendix to the State plan indicating:

1. The location and extent of each metropolitan or other area covered by such an arrangement, and

2. The provisions of such special arrangement, including whatever special administrative relationships and communication channels between such agency or group of agencies and the United States Office of Education have been organized.

3.0 Programs of Instruction

3.1 General description of programs

Local education agencies may provide programs of instruc-

tion in adult basic education in local public schools, junior colleges, or in other facilities used for or obtained for such purposes. The programs of instruction shall be designed to reduce or eliminate the inability of adults to read and write and to substantially raise their educational level so that such adults will be less dependent on others, more able to profit from occupational training and better able to meet their adult responsibilities. Programs of instruction shall include reading, writing, basic arithmetic, speaking, listening, citizenship, consumer knowledge, human relations, health information, home and family living, and other skills and knowledge necessary for more adequate understanding and ability to function satisfactorily.

3.2 Criteria for approval of local programs

3.21 State-developed criteria

Those areas showing the greatest need for adult basic education will receive first consideration when local programs are approved. Approval of local programs of Adult Basic Education will be governed by the extent to which the following criteria are met:

1. The number of adults to be served by each program for which approval is requested;
2. The area specified to be covered by the proposed program will be reasonable in terms of size and the number of persons to be served to the efficient

operation of the program.

3. The degree of educational deficiency of the adults to be served by the proposed program;
4. The degree of poverty of the adults to be served by the proposed program;
5. Whether the proposed program is a component of a community action program or developed and administered in conjunction with a community action program and the Economic Opportunity Act.
6. Whether the program of instruction is developed and administered in conjunction with a work experience or work training program.
7. The extent to which the program is developed, coordinated and functions in conjunction with other agencies, institutions, and organizations within the community which have a direct connection with and concern for the poor such as employment and job placement services.
8. The extent to which the operational costs of the program are minimized, yet maintaining a high quality of instructional program.
9. The extent to which the program fully endeavors to recruit and serve those from such groups as:
   (a) The unemployed
   (b) Those eligible for or who are receiving assistance from public or private agencies
   (c) School dropouts

(d) Military service rejectees with educational deficiencies

(e) Migrant workers

(f) Groups whose primary language was or is a language other than English.

10. Persons active in Volunteers in Service to America and/or college work-study programs as well as other non-professional personnel will be utilized in the Adult Basic Education Program.

11. Each program of instruction shall indicate to what extent the program expects to accomplish the basic goals of teaching adults to read and write within a reasonable length of time.

3.22 Policies and procedures for Applying Criteria

3.22-1 Selection of programs

Approval of local programs of Adult Basic Education will be governed by:

(1) The extent to which the criteria outlined in 3.21 is met

(2) Those local educational agencies willing to conduct programs in adult basic education on state-wide, pro-rata reimbursement basis will be given first consideration.

(3) Each program of instruction will define the scope of the instruction to be provided, the group of adults to be served and the geographical area to be covered by such program.

(4) Each program shall endeavor to recruit and enroll geographic area covered and who would benefit from such instruction, particularly those who are the most severely impoverished and have the greatest educational deficiency.

(5) No program of instruction will require as a condition for participation in the program the payment of tuition, fees, or other charges, or the purchase of books or other materials.

(6) Each program of instruction serving in whole or in part an area served by a community action program will be developed in cooperation with the public or private nonprofit agency responsible for the community action program and such a program will be administered in conjunction with the community action program.

(7) Each program of instruction serving in whole or in part an area served by a work-experience program will be administered in conjunction with such a work experience program.

(8) Each program of instruction will be sufficiently, but not excessively, extensive in duration and intensive within a scheduled unit of time to enable the students to develop the basic educational skills and competencies they need.

(9) Facilities, such as classrooms, libraries, and laboratories; and materials, such as instructional equip-

ment, supplies, teaching aids, and communications media, will be suitable and adequate in supply and quality to enable the attainment of the educational objective of those enrolled therein. If such facilities and materials are not available in public schools, but are available elsewhere, the program of instruction will be provided with such facilities and materials pursuant to a written agreement between the local educational agency and the individual, agency, institution or organization providing such facilities and materials.

(10) Each program of instruction will be accompanied by guidance and counseling services sufficient to enable participants to continue their education, to develop their vocational apptitudes, or otherwise to meet their adult responsibilities.

(11) The local educational agencies responsible for programs of instruction will assist adults in need of basic education to acquire health information and services provided through cooperative arrangements with state or local health authorities.

(12) The local educational agencies responsible for programs of instruction will submit to the State educational agency such reports on such forms and containing such information as the State educational agency may require in carrying out its responsibilities under the State plan, and will keep such records,

afford such access thereto, and comply with such other provisions as the State educational agency may find necessary to assure the correctness and verification of such reports.

(13) Each local school district in developing and proposing an Adult Basic Education Program will have taken into consideration all of the above-mentioned criteria and adhere to these to the greatest extent possible.

(14) Each proposal submitted to the State Superintendent of Public Instruction will include supportive data that all criteria were taken into consideration.

(15) Each program is encouraged to initiate local creativity. Constructive aggressiveness in the search for new methods of teaching and the use of materials is to be looked upon with favor.

3.22-2 Determining amount of funds for each program. Generally, the amount of funds allocated to any one program will not exceed the amount that is in proper proportion for the number of people served by that program as compared with the total number needing such service in the state in proportion to the funds available. However, in special cases where the need is such, the State Department may approve a larger amount in order to provide special aid in a particular area for a short term. The extent to which a program has fulfilled the criteria outlined in 3.21

shall be a guideline, but not necessarily limit the funds alloted to any program.

3.3 Terms and Conditions for Approval of Programs

3.31 State-developed terms and conditions

3.31-1 In general, local education agencies developing a program of Adult Basic Education shall provide, until June 30, 1966, at least 10 per cent of the total allowable costs of the program to be borne by the local agency.

3.31-2 Each program of instruction will endeavor to enroll all adults in need of basic education in the area to be served regardless of place of permanent residence. No limitations will be placed on students enrolled because of race, religion, income or place of residence.

3.31-3 Special attention and recruitment procedures will be centered on those adults in the lowest income brackets and with the lowest level of educational attainment.

3.31-4 No local school district will charge any tuition, fee or require purchase of books or materials as a condition of enrollment or participation in the instructional program.

3.31-5 In those communities or areas in which a Community Action Program is being developed or proposed, the Adult Basic Education program will be a part of or related to a Community Action Program. If no Community Action Program is proposed, there may be a working relationship with community agencies and organizations that can assist in identification, recruitment and

selection of adults in need of basic education.

3.31-6 The Adult Basic Education Program shall, to the extent possible and feasible, be coordinated with or will be a part of Work Experience Programs (Title V, Economic Opportunity Act of 1964) or other Youth or Manpower serving programs in which adult basic education is necessary to the success of such programs.

3.31-7 Local public schools conducting programs in Adult Basic Education will cooperate with other community agencies to the extent necessary and appropriate to ensure that the program most adequately fulfills the purposes as set forth in this State Plan. Such agencies may include: welfare, employment, recreation, libraries, other educational agencies and institutions which can provide resources and assistance to the adult enrollees and to the total program.

3.31-8 The local public school will cooperate with the local health authorities as necessary to fulfill the requirements of this State Plan and relating to provisions of health information and service by the State Health Authority.

3.31-9 Each program of instruction will be based on a consideration of the degree to which adults enrolled have the ability to read and write English and to the extent of their basic and education deficiencies as determined through examination, interview and guidance or counseling and will include a planned logical sequence essential

to reading and writing and other basic educational skills and competencies deemed necessary for the individual enrolled to overcome such inabilities and deficiencies and to adapt to their function within society.

3.31-10 To the extent necessary to enable the programs of instruction to meet the requirements and objectives of the Plan, each such program shall be supervised and evaluated by qualified personnel responsible to the local board of education with the results being used for necessary changes or improvement in the program.

3.31-11 The local school district conducting each program of instruction will submit to the State Superintendent such reports on such forms and containing such information as the Superintendent may require in carrying out the State Superintendent's responsibilities under the State Plan, and will keep such records, and comply with such other provisions as the Superintendent of Public Instruction may find necessary to assure correctness and verification of each project.

3.32 PROCEDURES FOR INSURING COMPLIANCE WITH TERMS AND CONDITIONS

Approved programs will be supervised by qualified personnel at the local and State level. Sufficient reporting will be required to assure compliance with the terms and conditions of the project.

State Department staff members with assigned responsibilities for administration of this State Plan and the supervision of and assistance to local programs will carry out periodic visitations to each

local program in operation.

4.0 PILOT PROJECTS

Pilot projects may be developed and conducted by local educational agencies to meet one or more of the following objectives.

4.1 Objectives

a. To develop or demonstrate and test new or different methods, materials, etc. which may be designed to serve particular needs of Kansas's culturally and educationally disadvantaged adults.

b. To stimulate development of local programs of adult basic education in certain areas in which adult education programs have not existed.

c. To develop and/or test techniques of motivation, stimulation of interest, pre-enrollment counseling and other aspects of recruitment of adults.

d. To develop and test an "area" approach in those geographic areas of the state in which separate programs by each local educational agency would not be practical or feasible.

e. To utilize and test special or different educational media in an Adult Basic Education Program.

f. To acquire additional information regarding the educational needs of adults in need of basic information.

4.2 Criteria for approval of local pilot projects

4.21 State-developed criteria

a. The project must be significant and designed to meet one or more of the Objectives (4.1 a-f) or be directly applicable to other problems of adult basic education.

b. The results shall have potential value to adult basic education and can be utilized in similar programs through-

out the State.

c. The projects must be reasonable in cost in terms of expected outcome and comparable to costs of on-going adult basic education programs.

d. The project must be adequately designed and procedures outlined for conducting the project.

e. Projects shall be adequately administered by the agency submitting the proposal and facilities must be adequate for the conduct of the project.

4.22 Procedures for applying criteria

a. All projects submitted for approval by the State Superintendent will be in the form of a proposal which shall include the following information:

Name and Purpose of the Project

Description

Methods and Procedures to be followed

Personnel

Methods of Evaluation

Estimate of Expenses

b. Projects submitted will be reviewed by selected members from the staff of the State Superintendent of Public Instruction for approval.

c. All projects will be reviewed in terms of the extent to which they satisfy one or more of the State Objectives (4.1 a-f) and also meet the Criteria (4.21 a-c)

d. Priority will be given to those projects acceptable in accordance with 4.22 a-c above and are also designed in the light of the following:

1. Nature and seriousness of the need to be met by the project.
2. The anticipated degree to which the project will serve its stated purpose.
3. Numbers of adults in need of basic education to be served by the project itself and those who may be more adequately served through utilization of the results or finding.
4. The relative cost compared to the potential value to adult basic education in the project community (or area) and in the State.

4.3 Terms and Conditions for Approval of Projects

4.31 State-developed terms and conditions

a. Pilot Projects considered for approval shall be those which have been developed and will be conducted in terms of the Criteria 4.21 a-e.

b. The results or findings of each pilot project shall be made available to the State Superintendent of Public Instruction for appropriate use in improving adult basic education programs in the State.

c. Pilot projects shall be carried through to completion in accordance with the time schedule. Those projects which are discontinued prior to completion will be evaluated in terms of usable results or findings and reimbursed only for those expenses incurred during the time the project was in operation.

d. Pilot projects may be reviewed from time to time as is reasonable by staff members from the office of the State Superintendent of Public Instruction and persons engaged in other pilot

projects or programs of instruction in the State for the purpose of gaining more immediate knowledge and information which may be of value in other programs.

4.32 Procedures for assuring compliance with terms and conditions

a. Project proposals provide sufficient information to indicate compliance with appropriate terms and conditions.

b. Periodic reports of progress of pilot projects will be requested.

c. Final reports of pilot projects shall be required. Such reports shall include the following:

Summary of proposal

Procedures followed

Information gained or data collected

Analysis of information or data

Summary and conclusions

Recommendations for further, related projects

Materials, methods, techniques, etc., developed through the project

d. State Superintendent of Public Instruction staff members will carry out periodic visitations for review and evaluation of pilot projects.

e. Final review and evaluation of each project will be carried out by the State Superintendent of Public Instruction staff members.

5.0 State Technical and Supervisory Services

5.1 General policy

The State Superintendent of Public Instruction and/or members

of his staff shall administer this State Plan for Adult Basic Education and shall provide such supervisory and technical services as are necessary and required to meet the objectives of this State Plan and the Purpose of Title II-B, Adult Basic Education, as prescribed in the Economic Opportunity Act of 1964 (P.L. 88-452).

5.2 Services to be provided

a. Provide consultative services and assistance as necessary in planning, organizing, and administering local instructional programs and projects.

b. Supervision of instructional programs and pilot projects developed under this State Plan.

c. Evaluation of local instructional programs and pilot projects and the various educational and technical components of each. (See 3.21 and 4.21)

d. Development or adaptation of methods, materials, techniques to be used in instructional programs and pilot projects which can most adequately serve the basic education needs of adults.

e. Procure or initiate development through educational agencies, institutions of higher learning, public and private non-profit agencies and organizations of methods, materials, techniques, and other information which may more adequately serve the basic education needs of adults.

f. Assist other agencies and organizations in providing for in-service training programs for teachers of adult education as is appropriate and necessary to insure quality

instructional programs.

g. Promote participation and stimulate interest in adult basic education programs in local educational agencies throughout the state.

h. Survey the total number and location of adults in need of basic education in the state.

i. Provide information as available regarding adult needs for basic education throughout the state.

j. Assist in identifying and recruiting teachers and other personnel to conduct local programs of instruction.

k. Provide liaison between the office of the State Superintendent of Public Instruction and the local educational agencies conducting programs of adult basic education and such other State agencies whose responsibilities and/or services on the State and local level may enhance local programs.

l. Serve as a clearing house for the dissemination of information relating to adult basic education programs and pilot projects throughout the State.

5.3 Priority Assurance

The State Superintendent of Public Instruction shall give priority in services and in expenditures of funds to local programs of instruction and to pilot projects developed in accordance with Sections 3.0 and 4.0.

6.0 Federal Financial Participation

The Act states:

"Sec. 216. (a) From a State's allotment available for the purpose, the Federal share of expenditures, under its State

plan, for the purposes set forth in section 213 (b) shall be paid to such state. Such payments shall be made in advance on the basis of estimates by the Director; and may be made in such installments as the Director may determine, after making appropriate adjustments to take account of previously made overpayments or underpayments; except that no such payments shall be made for any fiscal year unless the Director finds that the amount available for expenditures for adult basic educational programs and services from State sources for such year will be not less than the amount expended for such purposes from such sources during the preceding fiscal year."

6.1 Fiscal records

Fiscal accounting for the Adult Basic Education program shall be performed by the financial division of the office of the State Superintendent of Public Instruction. Complete records of all financial transactions and supporting information will be kept in the files of the same. The funds will be deposited with the State Treasurer and disbursements will be made by vouchers written and properly recorded in the Treasurer's office. Reports given periodically to the administrative personnel of the program.

6.2 Audits

6.21 The accounts of the office of the State Superintendent of Public Instruction are subject to an annual audit by the office of the Kansas Department of Post

Audit, Statehouse, Topeka, Kansas.

6.22 Audit of local accounts

Staff members of the State Superintendent of Public Instruction will audit the fiscal records and documents of the local educational agencies pertaining to expenditures claimed for Federal financial participation under an approved program.

These audits will be made annually and copies of such audits will be available in the office of the State Superintendent of Public Instruction.

6.23 Audit Standards

A. The official accounts and documents showing receipts and expenditures of funds by local educational agencies under the approved State Plan will be maintained by the following agency:

The local educational agency will maintain all records, accounts, and documents showing receipts and expenditures of funds by the local agency under the approved State Plan. These records, accounts, and documents will be maintained for a minimum of three years after the close of the fiscal year in which the expenditure was made by the local agency. The State Educational Agency will audit the fiscal records of the local educational agencies pertaining to expenditures claimed for Federal financial participation under

an approved Adult Basic Education program. These audits will be made at least every two years and copies of such audits will be available in the office of the Director of the Adult Basic Education section, State Superintendent of Public Instruction.

B. State requirements for audit of project accounts of participating local school districts:

The State Superintendent of Public Instruction, through personnel employed for that purpose, will assume the responsibility for periodic audit of all accounts of local agencies which have expended Federal funds acquired under this Act, in order to insure that all expenditures will be in accordance with the Act. These audits will be made at the local level at least each two years in accordance with the following procedures.

1. Review the approved program for purpose of verifying individual items approved therein for comparison with:
   a. Purchase order dates to insure such dates are subsequent to date of approved program.
   b. Listing on invoices to insure that amount claimed was for items approved for the program.
   c. Verification that such invoices had been paid as evidenced by canceled checks or warrants.

2. Observe and review equipment, material and other expenditures to determine that such equipment, materials and/or expenditures are being used for the purpose of Adult Basic Education.

3. Determine that funds disbursed by the State to the local agency were received and properly accounted for.

   Any exceptions to the above are set forth in the actual audit in more detail.

   To facilitate the audit local schools are asked to keep an individual folder for each approved program with paid invoices and all supporting data pertaining to the program.

C. Auditors will be informed of program requirements in detail by the Director of Adult Basic Education prior to any audit.

6.3 Determination of fiscal year's allotment to which expenditure is chargeable

Expenditures of Federal Adult Basic Educational allotments to the State shall be made with respect to a fiscal year commencing on July 1 and ending the following June 30. An expenditure made under this State Plan will be charged to that fiscal year in which such expenditure was encumbered.

6.4 Payment of funds to local education agency

There is statutory provision that cash be on hand in the State Treasury before an obligation is incurred. This refers to such items of expenditure as salaries, purchases

of equipment and supplies, rent, utilities, travel, etc. It will be necessary before any obligations are incurred for operations and payroll expenses, the State of Kansas must have a minimum of one month's funds on hand.

6.41 General policies

Payments to local educational agencies conducting Adult Basic Education Programs will be paid as a reimbursement or advance payment.

Responsibility for determining whether programs are conducted according to the provisions of this State Plan and for computing the amounts of approvable costs of programs rests with the Staff of the State Superintendent of Public Instruction.

6.42 Procedures

6.42-1 For each month of instructional service the local school district shall submit its monthly claim for reimbursement on forms provided by the Superintendent of Public Instruction.

6.42-2 This claim represents the prorated amount of the total for the month indicated on the claim.

6.42-3 The final claim for reimbursement must be submitted on forms supplied by the State Superintendent of Public Instruction. This form will include the total cost of the program, the amount of reimbursement received on the monthly claims, and the balance due on the final claim.

6.42-4 Any major change reflecting a revision of costs,

as reported on the approved application, must be approved, in writing, by the State Superintendent of Public Instruction preceding local action and contractual arrangements.

6.42-5 All payments to local education agencies shall be in accordance with the availability of adult basic education funds. Whenever insufficient funds are available to satisfy all agreements proration shall take place among the qualifying local education agencies.

From the reports and information so submitted and other information available to him, the State Superintendent shall determine the amount each participating institution is entitled to receive.

6.5 Proration of expenditures for programs and services

An expenditure properly attributable to adult basic education purposes and to other purposes must be prorated as determined by the percentage of the basic attributable cost with relationship to the total cost. The amount of reimbursement shall be determined by the percentages of directly attributable time devoted to the adult basic education activities as supported by substantiating records. This general principle applies to prorating the cost of personnel, travel, equipment and administrative services.

6.6 Retention of records

Local educational agencies receiving Federal funds under the Act shall keep accessible and intact all records supporting claims for Federal grants for expenditures for three years

or until the completion of an audit by representatives of the United States Office of Education, which ever may be later. Records supporting the accountability for the disposition of nonconsumable equipment costing $100 or more purchased under the State Plan shall be maintained at least three years or until notification of the completion of the review and audit covering the disposition of such facilities and equipment.

6.7 Disposition of equipment

Whenever basic adult education items of equipment, each initially costing $100 or more, in which the United States Government has participated are sold or no longer used for adult basic education purposes, it is agreed that the United States Government is to be credited with its proportionate share of the value of such equipment at that time, the value being determined on the basis of the sale price in the case of a bona fide sale or the fair market value in the case of discontinuance of use for adult basic education purpose or other diversion. The State educational agency agrees that all inventories and records be kept for all items of equipment and assumes responsibility for having available in the office of the State Superintendent of Public Instruction information sufficient for a determination of whether such equipment is still in use for purposes provided for under the Act.

6.8 Expenditures under the State Plan

Federal funds allotted to the states under Section 213 of the Act may be used to assist in meeting the costs of local pro-

grams of instruction as provided for in sections 3.0 and 4.0 of this Plan, and in developing State technical or advisory services as provided for in Section 5.0 of this Plan. Priority in the expenditure of funds at the local level shall be given to programs of instruction and local pilot projects of instruction under Sections 3.0 and 4.0 of the Plan. Such funds may be applied to the following expenditures which are attributable to such programs and services.

6.81 Salaries of adult basic education personnel

Funds may be used to pay salaries of professional adult basic education personnel for time spent on activities related to adult basic education programs and services under the State Plan, such as teachers, supervisors, directors, teacher-trainers, guidance and counseling personnel and administrators.

6.81-1 Educational and Sabbatical leave

6.81-11 Educational leave

(No State Superintendent of Public Instruction Provisions. Local districts may qualify.)

6.81-12 Sabbatical leave

(No State Superintendent of Public Instruction Provisions. Local districts may qualify.)

6.81-2 Other employee benefits

6.81-21 Sick leave and annual or vacation leave

This section applies only to employees of the State Agency.

(a) Sick leave with pay shall be granted to all permanent, probational, and provisional employees at the rate of one working day each month of service. The employee shall have been on the payroll 25 days during the calendar month.

New employees shall be entitled to earn one day of sick leave the first month if they enter on duty on or before the 10th day of the month. Sick leave may be accumulated for not more than 90 working days. Whenever a permanent employee transfers from one state agency to another, his sick leave shall be transferred with him.

Sick leave with pay may be granted only for absence from duty because of the personal illness of the employee or legal quarantine. Pregnancy shall not be considered an illness. (Personnel Division Regulations 19-9-4)

(b) Annual or vacations: Each permanent, probationary, and provisional employee in the office of the State Superintendent of Public Instruction, excluding those on temporary, emergency, or seasonal positions shall be entitled to vacation with pay at the rate of one working day a month if such person is on the payroll for 25 days out of calendar month.

New employees hired at a monthly rate shall be entitled to earn one day vacation credit if they begin duty on or before the 10th day of the

month.

No vacation shall be granted during the first six months of employment, but upon completion of the six months period, vacation time shall be allowed for the time served during such period. Vacation credit may be accumulated for not more than 18 working days.

Official holidays on which state offices are closed, occurring within the period of an employee's vacation shall not count as one of the vacation days allowed. (Personnel Division Regulations 19-9-3.)

6.81-22 Workmen's Compensation

(No State Superintendent of Public Instruction Provisions. Local district may qualify.)

6.81-23 Retirement and Social Security Benefits

Professional employees are eligible for membership in the Kansas Teachers' Retirement System and nonprofessional State employees in the Kansas Public Employees Retirement System. (KSA 72-5501-5532)

Professional and nonprofessional employees and included in the Federal Social Security Program. (KSA-40: 2301 to 2309 inclusive.)

6.81-24 Other types of employee benefits

Subject to Kansas State Division of Personnel regulations and to local agency regulations.

6.82 Fees and approved expenses of consultants, etc.

Funds may be used for fees and approved expenses of consultants, and other persons or groups acting in an advisory capacity to the State Superintendent of Public Instruction.

6.83 Travel and Transportation

Funds may be used for necessary and appropriate travel and transportation expenses attributable to adult basic education programs under the State Plan. Included in allowable travel and transportation expenses are the following:

6.83.1 Travel and Transportation of Adult Basic Education

Funds may be used for necessary and appropriate travel and transportation expenses attributable to adult basic education programs under the State Plan. Included in allowable travel and transportation expenses are the following:

6.83-11 Travel expenses of adult basic education personnel whose salaries are supported by Federal funds under the State plan, when performing official duties recognized by the State Superintendent of Public Instruction and related to adult basic education programs under the State Plan. (Refer to Appendix 6.83-11)

6.83-12 Travel expenses of consultants, members of the State Advisory committees on Adult Education and other persons or groups acting in an advisory capacity whose fees and approved expenses are supported by Federal funds under the State Plan when approved by the State Superintendent of Public Instruction (Refer to Appendix 6.83-11)

6.83-13 Transportation expenses of adult basic education students if and when necessary may include:

6.83-131 Transportation for one round trip per semester or shorter period determined by the duration of the program between the student's home and the place where he will reside while enrolled in the program.

6.83-132 Transportation for one round trip daily between a student's place of residence or employment and the school.

6.83-133 Transportation between schools in which the student is enrolled in classes.

6.83-14 Transportation expenses of prospective teachers enrolled in an approved teacher training program when they are sent to serve as student teachers in approved adult basic education programs in communities so located as to require transportation expenses. Participation is not allowed for any travel expenses other than transportation.

6.83-15 All travel and transportation for above may be by common carrier, official conveyance, or private conveyance. Costs may not be paid in excess of costs of transportation by common carrier or, in the absence of suitable transportation by common carrier, in excess of reasonable rates established by the State.

6.84 <u>Instructional Equipment, Supplies and Teacher Aids</u>

6.84-1 Funds may be used for the acquisition, maintenance and repair

of instructional equipment, supplies and teaching aids for adult basic education programs.

6.84-2 "Instructional equipment, supplies and teaching aids" means equipment, supplies and teaching aids (including reference materials and textbooks to be retained by the local educational agency) used by authorized adult basic education personnel in instructing, or by their students in learning, in an instructional program. It may not include supplies to be made into equipment or products to be sold, or used by pupils, teachers, or other persons for other than adult basic education purposes.

6.85 Rental of Space

Funds may be used for the rental of space if the local school facilities are not available. This may include the cost of utilities and janitorial service if:

6.85-1 The expenditures for space are necessary, reasonable, and properly related to the efficient administration of the program;

Leases for rental space will be on a year to year basis, terminating June 30 each year.

6.85-2 The State Superintendent of Public Instruction or the local educational agency will receive the benefits of the expenditures during the period of occupancy commensurate with such expenditures;

6.85-3 The amounts paid by the State or local educational agency are not in excess of comparable rental in a particular locality;

6.85-4 The expenditures represent a current cost to the State or

local educational agency;

6.85-5 In publicly owned buildings, like charges are made to other agencies occupying similar space for similar purposes.

6.86 Other Related Expenditures

The State Superintendent of Public Instruction provides for other related expenses attributable to adult basic education by establishing a budget for these items and making expenditures in accordance with the established budget. Items will be recognized as costs of this program only if similar charges are made to all other State activities utilizing similar services and the amounts charged represent current costs and are properly related to the efficient administration of the program.

APPENDIX

APPENDIX - A

1.0 Authority of State

K.S.A. 72-4506-4515 as amended by L. 1965, Ch. 408; Sessions Laws of Kansas

Section 1. Existing K.S.A. 72-4506 is hereby amended to read as follows: 72-4506. For the purpose of this act, the word "board" means the board of education of a unified district as defined in K.S.A. 72-6735 or the board of trustees of a community junior college as defined in House bill No. 893 of the 1965 regular session of the legislature or the governing body of any other public school. The term "school" means any public school of a unified district or a community junior college or any other public school. The term "adult education program" means a public school program of one or more courses operated under the jurisdiction of a board at times when the buildings and equipment of the school are idle and for persons fourteen (14) years of age and older. The word "course" means a class in any subject or study which can be taught in groups of seven (7) or more persons. The word "district" means a unified district as defined in K.S.A. 72-6735 or a community junior college as defined in House bill No. 893 of the 1965 regular session of the legislature or any other public school district. "State superintendent" means superintendent of public instruction. The term "state plan" means a plan prepared and adopted by the state superintendent in accordance with title II, part B of the economic opportunity act of 1964 (Sec. 214), P.L. 88-452.

Sec. 2. Existing K.S.A. 72-4507 is hereby amended to read as follows: 72-4507. The board of any district may establish and maintain adult education programs in connection with the schools of its district, for the instruction of persons not required by law to attend the public school whenever petitioned in writing therefor by twenty-five (25) persons eligible and desirous of attending the same or the board may establish such a school on its own initiative when justified by sufficient applications for admission in any class of the same subject: Provided further, That said board may discontinue a course in the adult education program when the average daily attendance therein shall be less than seven (7) in such courses, and shall discontinue such programs when attendance cannot maintain at least one course. The board of a district may authorize persons not residents of the district to attend such courses

Sec. 3. Existing K.S.A. 72-4508 is hereby amended to read as follows: 72-4508. The cost of instruction for adult education programs shall be borne by the unified district or community junior college. Tuition or fees may be charged by any board to offset the expense of operation in part or in total in accordance with the state plan and subject to the prior approval of the state superintendent.

Sec. 4. Existing K.S.A. 72-4509 is hereby amended to read as follows: 72-4509. The board shall operate and conduct the adult education program, and shall obtain and furnish the necessary teaching personnel and supplies.

Sec. 5. Existing K.S.A. 72-4510 is hereby amended to read as follows: 72-4510. The board or its authorized representatives shall employ teachers who have known competence in the subjects taught.

School teacher certification requirements will be applied to adult education teachers only in cases where general education subjects are taught in the adult education program for grade school or high-school credit. The board will fix the pay of said teachers in accordance with board policies and the requirements of the particular adult education course.

Sec. 6. Existing K.S.A. 72-4511 is hereby amended to read as follows: 72-4511. The board will issue a certificate of accomplishment to every student completing a course, which said certificate will certify the subjects studied and the accomplishments made therein. Such certificates shall be issued in accordance with the state plan.

Sec. 7. Existing K.S.A. 72-4512 is hereby amended to read as follows: 72-4512. Any board shall adopt regulations governing the operation of the adult educational program, but nothing in this act will in any way interfere with any regulation of its school or allow any official to do so, nor will it in any way relieve students or teachers in such schools of any of their responsibilities therein. Such regulations shall be in accordance with the state plan. The teachers and administrators in such adult education programs will have the same authority over students as are exercised in the day school programs. Students in adult education programs will take no part as such in regular activities of the schools.

Sec. 8. Existing K.S.A. 72-4513 is hereby amended to read as follows: 72-4513. The sessions of the adult school will be regulated by the board in a manner consistent with the state plan. They will be held in the evening or at other times when the classrooms and other school equipment are not in use, and in the regular

school building and classrooms, unless the board finds it advisable to hold them elsewhere.

Sec. 9. Existing K.S.A. 72-4514 is hereby amended to read as follows: 72-4514. Any board may propose a budget for the operation of the adult education program along with and as a part of the regular school budget, but the adult education program shall be a separate item in such budget and shall be prepared in accordance with the state plan. Any amounts budgeted or expended for an adult education program shall be considered in determining any state or federal aid for the district for adult education, but shall not be considered as an operating expense of the district for state aid to elementary and secondary schools under Senate bill No.281 of the 1965 regular session of the legislature.

Sec. 10. Existing K.S.A. 72-4515 is hereby amended to read as follows: 72-4515. Nothing in this act shall be interpreted to prohibit other schools of like or similar nature to conduct adult education programs so long as the same is not done in violation of the state plan.

Sec. 11. The state superintendent is directed to prepare a state plan in accordance with federal law which provides for distribution of public funds to unified districts and community junior college districts for adult education programs, and such state plan shall be submitted to and reviewed by the state finance council before its final adoption by the state superintendent.

Sec. 12. Existing K.S.A. 72-4506 to 72-4515, both inclusive, are hereby repealed.

Sec. 13. This act shall take effect and be in force from and after May 1, 1965, and its publication in the official state paper.

APPENDIX - A

1.13 CERTIFICATION BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION

State of Kansas

I hereby certify that the State Plan was adopted by the State Superintendent of Public Instruction on 10-20-65.

I further certify the Plan attached to this certification is the Plan approved by the Kansas State Superintendent of Public Instruction. The plan submitted constitutes the basis for the operation and administration of the State's program established pursuant to the Economic Opportunity Act of 1964, Title 2, Part B, P. L. 88-452. All information and representations contained in the Plan as of this date are complete and accurate, to the best of my knowledge and belief.

October 20, 1965
Date

Carl F. Lindemann
State Superintendent of
Public Instruction

APPENDIX - A

1.14 CERTIFICATION BY ATTORNEY GENERAL

State of Kansas

I hereby certify:

1. That the Kansas State Superintendent of Public Instruction is the State Officer in this State within the meaning of Title II, Part B of the Economic Opportunity Act;
2. That said officer has the authority under the State Law (K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408) to submit a State Plan;
3. That said officer has the authority to administer or supervise the administration of the foregoing State Plan;
4. That all of the provisions of the foregoing Plan are consistent with State law; and
5. That the Superintendent of Public Instruction has been duly authorized by the State of Kansas to submit the foregoing State Plan to the United States Commissioner of Education and to represent the State in all matters pertaining thereto.

Oct. 21, 1965
Date

Robert C. Londerholm
Attorney General

APPENDIX - A

1.15 CERTIFICATION BY STATE FINANCE COUNCIL

Certification of State Plan for Adult Basic Education

State of Kansas

I hereby certify that the State Plan was approved by the State Finance Council on 9-7-65. I further certify that the Plan attached to this certification is the Plan approved by the State Finance Council. The plan submitted constitutes the basis for the operation and administration of the State's program established pursuant to the Economic Opportunity Act of 1964, Title II, Part B, P. L. 88-452.

10-20-65
Date

Wm. H. Avery
Chairman State Finance Council

1.16 CERTIFICATION BY GOVERNOR

State (State, Territory, Commonwealth) of Kansas

I hereby approve the Plan for Adult Basic Education of the

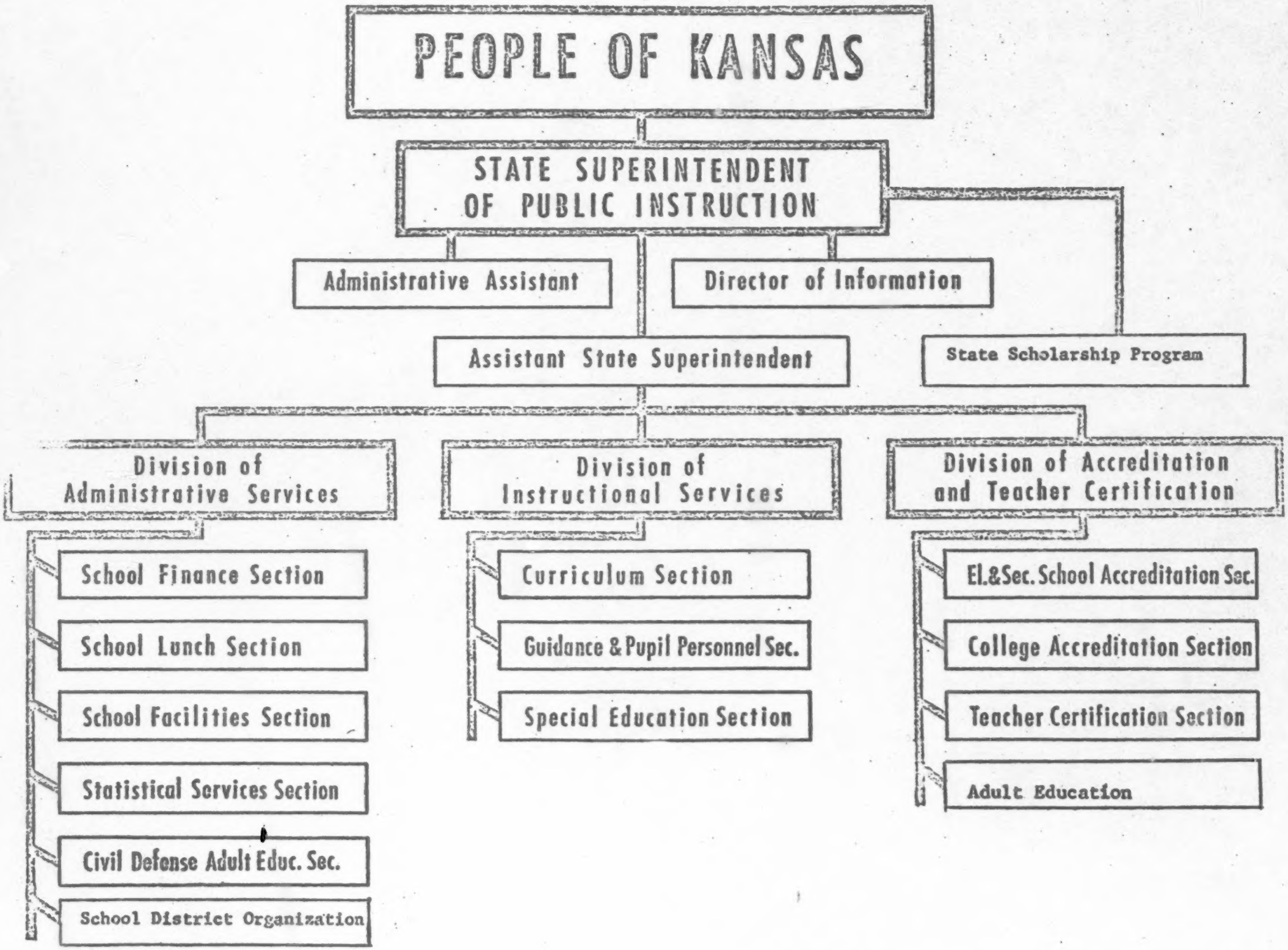
State (State, Territory, Commonwealth) of Kansas which was

approved by Superintendent of Public Instruction (Official Title of State Education Agency) on 10-20-65 Date

for submittal to the United States Commissioner of Education pursuant to Title II-B of the Economic Opportunity Act of 1964.

Date 10-20-65

(Signed) Wm H. Avery


PEOPLE OF KANSAS
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
Administrative Assistant
Director of Information
Assistant State Superintendent
State Scholarship Program
Division of Administrative Services
Division of Instructional Services
Division of Accreditation and Teacher Certification
School Finance Section
School Lunch Section
School Facilities Section
Statistical Services Section
Civil Defense Adult Educ. Sec.
School District Organization
Curriculum Section
Guidance & Pupil Personnel Sec.
Special Education Section
El.&Sec. School Accreditation Sec.
College Accreditation Section
Teacher Certification Section
Adult Education

APPENDIX - A

3.0 Authority of State Educational Agency and State Officials

3.1 Authority of State Educational Agency

(K.S.A. 72-107, L. 1945, ch. 282) State department of public instruction; establishment. There is hereby created a state department of public instruction. The state department shall consist of the state superintendent and the members of the state board.

(K.S.A. 72-109, as amended L. 1955, ch. 308) State Superintendent; general powers and duties. In general, but not by way of limitation, and subject to the limitations and restrictions of this act and in harmony with other applicable statutory provisions, the state superintendent shall:

(1) Be the chief executive officer of and have general supervision over state educational activities, except st e educational institutions;

(2) Exercise the powers and perform the duties relating to schools in the manner prescribed by law;

(3) Present to the state board for its approval or rejection;

(a) standards for school libraries and textbooks, courses of study and curriculum;

(b) encyclopedias, maps and other educational materials other than textbooks and workbooks;

(c) plans, methods, rules and regulations governing the certification of teachers, supervisors and administrative officers;

(4) Be primarily charged with

(a) the certification of teachers, supervisors and adminis-

trative officers;

(b) the administration of the laws concerning standards, courses of study and curriculum, school libraries and textbooks, and the rules and regulations adopted by the board, relating thereto;

(c) prepare and issue guides or syllabi for the use of teachers in the appropriate grades and in such subjects as he may deem necessary; and

(d) the appointment of supervisors, assistants and employees within his office.

(K.S.A. 72-112, L. 1945, ch. 282) Assistant state superintendent; appointment; The state superintendent is hereby authorized to appoint an assistant, who shall have the same qualifications as the state superintendent, or shall have held the office at least ten years prior to the taking effect of this act,shall be designated as assistant state superintendent of public instruction. Said assistant shall take the proper oath of office, which shall be filed in the office of the secretary of state; he shall act as the deputy of the state superintendent and shall perform the duties not inconsistent with law, which the state superintendent may require.

(K.S.A. 72-4506 to 4515 as amended by L. 1965, ch. 408 and K.S.A. 72-6202 as amended by L. 1965, ch. 410) The State Superintendent is directed to prepare a state plan in accordance with federal law which provides for distribution of public funds to unified districts and community junior college districts for adult education programs and such state plan shall be submitted to and reviewed by the state finance council before its final adop-

tion by the state superintendent.

3.2 Authority of State Official receiving and holding custody to Federal funds.

(K.S.A. 75-3734, L. 1953, ch. 375) Federal funds. Federal funds received by any state agency shall be deposited in the state treasury and disbursed upon warrants issued by the comptroller and shall be subject to the fiscal controls imposed by this act, except where federal laws or regulations of the federal agency making such funds available to the state prevent certain federal funds from being deposited, allocated or expended as provided by this act.

4.0 State Laws and Regulations Regarding Expenditures

4.1 Types of allowable expenditures

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408
K.S.A. 72-302
K.S.A. 72-1612
K.S.A. 72-6748 as amended by L. 1965, ch. 420
K.S.A. 72-1623
K.S.A. 72-6760
K.S.A. 72-6914, L. 1965, ch. 417
K.S.A. 72-1028

4.11 Adult Basic Education personnel

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408

4.11-1 Sabbatical and educational leave

Attorney General's Opinion: May 10, 1963

"This office can find no authority for a board of education of a city of the first class to pay teachers in its employee for time spent by the teacher in attendance at a college and not teaching in the school system. Accordingly, we conclude that the board of education would not be legally able to make any such payments."

Yours very truly,
William M. Ferguson
Attorney General

4.11-2 Employee benefits

(a) State system for retirement and payment of annuities

K.S.A. 1965 supplement, 72-5501 to 72-5532

(b) Old-age and survivors insurance for public employees

K.S.A. 40-2301 to 2309
K.S.A. 1965 supplement, 72-5501 to 5532

4.12 Consultants, advisory committees, etc.

K.S.A. 72-4506 to 4515 as amended by L. 1965, ch. 408

4.13 Travel and transportation state employees

K.S.A. 75-3201 and 75-3207 as amended by L. 1965, ch. 465

4.13-2 Mileage payments

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408
K.S.A. 75-3203 as amended by L. 1965, ch. 467

4.14 Instructional equipment, supplies, and teaching aids

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408

4.15 Other related expenses

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408

4.2 Fiscal audit and accounting procedures

4.2-1 State accounts: (K.S.A. 75-1120 to 75-1125 inclusive.)

4.2-11 Local agency accounts: (K.S.A. 72-123 a,b,c,d, inclusive.)

4.3 Payment of funds to local educational agencies

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408; L. 1965, ch. 410, Sec. 42

4.4 Determination of fiscal year's allotment in which expenditure is made

K.S.A. 75-3730, L. 1953, ch. 375
K.S.A. 72-1054, L. 1951, ch. 395

K.S.A. 72-6734 to 72-6763 as amended by L. 1965, ch. 410

4.5 Adult Basic Education under contracts

K.S.A. 72-4506 to 72-4515 as amended by L. 1965, ch. 408

APPENDIX - B

COOPERATIVE AGREEMENT
between
State Health Department
and
State Superintendent of Public Instruction

In order to provide adult basic education to all adults 18 years of age and over on a state wide basis and commensurate with the physical and mental capacity to acquire learning which leads to greater employability and life enrichment, certain fundamental information must be secured. An essential prerequisite to such a program is the provision of health information and services to the extent that eligible persons may benefit from the instruction provided under the plan. To insure the provision of health information and services for adults, the Kansas State Superintendent of Public Instruction and the Kansas State Health Department do at no cost to the State Superintendent of Public Instruction or local educational agency hereby provide for the following cooperative arrangements to be carried on in the execution of the Kansas State Plan for Adult Basic Education.

Specific Provision for Cooperative Services

1. The Kansas State Health Department will:
   a. Provide or arrange for the provision of health information and services for adults in need of basic education to the extent that such information and services are available and may reasonably be necessary to enable such persons to benefit from the instruction provided by adult basic education programs under the State plan;
   b. Indicate the locations thrcughout the State where such services

and information will be available, and the general procedure by which a person can avail himself of such services;

c. Seek the assistance of its field personnel and all others working in health fields in referring adults in need of basic education for appropriate training in available adult basic education programs;

d. Provide medical advice to State and local educational agencies in connection with providing adult basic education for persons with special health handicaps.

2. The State Superintendent of Public Instruction and local educational agencies will:

a. Refer eligible persons for health services provided under the cooperative arrangements;

b. Will make available through their adult basic education programs health information provided by the State Department of Public Health;

c. Assist the State Department of Public Health in putting such information in such a form that it can be used in connection with adult basic education programs of instruction.

3. The Kansas State Department of Health and Instruction will consider adults eligible for participation in the adult basic education program to include all adults in need of basic education who are enrolled in such programs or who, but for health reasons, might be enrolled in such a program.

4. The State Superintendent of Public Instruction and the State Department of Health will provide for cooperative arrangements and activities between county and local units of the health agency and school districts

that are conducting adult basic education programs under the Kansas State plan in order to achieve the specific provisions detailed above.

5. The Kansas State Superintendent of Public Instruction and the Kansas State Department of Health will assist each other to the maximum extent possible for mutually promoting the objectives of the Economic Opportunity Act of 1964.

IMPLEMENTATION

The Director of the Division of Adult Basic Education and the State Department of Health will designate staff representatives who will have the responsibility for implementing this State of Understanding and Cooperation. The designated representatives will be responsible for drawing up a plan for the implementation of the five points set forth above under the Specific Provisions for Cooperative Services, and other points as are considered necessary for the full, immediate, and effective implementation of this Statement. The designated representatives shall also be responsible for the continuing implementation of this Statement.

This Statement of Understanding and Cooperation is intended to formalize and recognize existing, effective and harmonious working relationships between public education services and health services in Kansas. Further, this Statement is intended to meet the specific requirements of Section 214 of Public Law 88-452.

Robert H. Riedel M.D.
Executive Secretary

Kansas State Health Department

Oct. 22 1965
Date

Carl F. Lindstrom
Superintendent

Kansas State Superintendent of Public Instruction

October 20, 1965
Date

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